

Employee Name _____ School _____
 Funding Source _____ ESU 6 Title III Consortium _____

Date	Time In	Time Out	Hours	Activity
M				
T				
W				
Th				
F				
Weekly Total				

Date	Time In	Time Out	Hours	Activity
M				
T				
W				
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F				
Weekly Total				

Date	Time In	Time Out	Hours	Activity
M				
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Weekly Total				

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M				
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F				
Weekly Total				

Time Conversion Chart			
5 min	.08	35 min	.58
10 min	.17	40 min	.67
15 min	.25	45 min	.75
20 min	.33	50 min	.83
25 min	.42	55 min	.92
30 min	.50	60 min	1.0

Regular ☐

Employee Signature

Grant Project Coordinator